

**Iowa Department of Natural Resources
Environmental Protection Commission**

ITEM

10

DECISION

TOPIC

Contract – Iowa Waste Exchange Database Enhancements – Quality Consulting, Inc.

The Department requests Commission approval of a contract not to exceed \$86,780 with Quality Consulting, Inc to analyze, design, develop, test, and implement updates and improvements to the Iowa Waste Exchange (IWE) database.

The Iowa Waste Exchange database fulfills dual needs of: a) internal tracking of client interactions, program performance results, byproducts available, byproducts matched, and companies seeking byproducts; and b) providing an external web application that will easily allow the public to search a database of available and wanted materials and to submit available and wanted material information.

BACKGROUND

The Iowa Waste Exchange (IWE) is a 16-year-old confidential, non-regulatory program that assists Iowa companies in matching their byproducts with companies that can add value to those byproducts via reuse and recycling. Since its inception, the IWE has matched 7,500 byproducts. The IWE's success in matching materials has resulted in the diversion of more than 1.25 million tons of resources from Iowa landfills with associated disposal savings to businesses of more than \$35.5 million. Participating businesses also realize savings from avoided purchases and reductions in transportation costs and storage space.

The Department of Natural Resources (DNR), Department of Economic Development (DED), and the Iowa Waste Reduction Center (IWRC) partner on strategic planning, collaboration and assistance to support the Iowa Waste Exchange. The Regional XII Council of Governments in Carroll is the current contractor delivering the services of the Iowa Waste Exchange across Iowa.

PROJECT BENEFITS

The benefits of this project are many including, but not limited to, the following:

- Online access for the public to search byproducts available for reuse and recycling
- Online access for the public to search byproducts wanted for reuse and recycling
- Online access for IWE customers to self-list byproducts available or wanted
- Mapping of materials available or wanted within a defined radius
- Improved user friendliness
- Improved ability to update and maintain data
- Updates to reporting tools to reflect new Iowa Waste Exchange reporting requirements

- Ability to combine information from the Iowa Waste Exchange database with data from two other sets of supporting DNR data (Pollution Prevention Services database and Solid Waste Alternatives Program database)

REQUEST FOR PROPOSALS PROCESS

The request for qualifications was sent to 14 firms, posted on the state's official Web site for notifying targeted small businesses, and posted on the state's official bid opportunities Web site. Two organizations submitted proposals. The request for proposals asked contractors to submit separate budget amounts for three different approaches to this project. The Department has negotiated a budget with the recommended contractor to combine two of the project approaches. The range of the budget costs submitted for the three approaches is reflected in the budget range column of the table below.

Applicant	Budget Range	Average Score
Quality Consulting, Inc.	\$76,600 – \$108,000	85.7
Quilogy	\$204,060.47 – 345,734.69	62.7

The following department staff reviewed the proposals submitted by two firms:

Dawn Connet, DNR	Jeff Geerts, DNR
Jennifer Reutzel, DNR	Diane Albertson, Iowa Waste Reduction Center
Tom Anderson, DNR	

RECOMMENDATION

The review committee recommends entering into a contract with Quality Consulting, Inc (QCI) for several reasons, including the following:

1. QCI project staff has worked on similar applications inside and outside of the department
2. QCI's reasonable time frame for completing the project
3. QCI presented the lowest budget
4. QCI's extensive testing system and checklist to guarantee database effectiveness
5. QCI's proposal received the overall highest score

The Iowa Waste Exchange Account of the Groundwater Protection Fund will fund this contract. The contract Scope of Work is attached. The Department requests the Commission's approval to enter into a contract with Quality Consulting, Inc.

Jeffrey Geerts, Program Planner
Environmental Services Division
June 11, 2007

CONTRACT #08-G591-01
BETWEEN THE IOWA DEPARTMENT OF NATURAL RESOURCES
AND
QUALITY CONSULTING, INC

This Contract for implementation of an information technology enterprise to enhance the Iowa Waste Exchange database is between the Iowa DEPARTMENT OF NATURAL RESOURCES and Quality Consulting, Inc. The parties agree as follows:

SECTION 5. SCOPE OF SERVICES

5.1 Scope of Services.

The Contractor shall provide the following services in accordance with the defined performance criteria as set forth in the project request for proposals and the Contractor's proposal submitted in response to the request for proposals attached hereto and made part of this Contract as referenced in Section 15.2 "Incorporation of Documents."

Key application features to be added to existing functionality include:

1. Public access to Reports of Available and Wanted Materials
 - a. Robust Search Feature – Including distance from materials to user address.
 - b. Available Material Information
 - c. Location Information
 - d. Information that identifies the organization having the material available will not be disclosed to the public user.
2. Internal Search and Reports
 - a. Robust Search Feature – Including a variety of search options identified in the RFP.
 - b. The ability of the user to sort query results on a variety of data points.
 - c. Track the "update date" and include this as a report variable.
 - d. Develop a mechanism to quickly identify that a client was contacted and indicated no change to their data was warranted.
 - e. Support a many to one relationship between an available material and packing types.
 - f. Incorporate the use of drop down and other data entry tools to increase data integrity and improve the data entry process, including a drop down to select all of an organization's contacts.
 - g. Make a variety of cosmetic enhancements as identified in the RFP.
3. Internal Search and Reports for Wanted Materials
 - a. Incorporate the use of drop down and other data entry tools to increase data integrity and improve the data entry process, including a drop down to select contacts for an organization on the wanted materials add and edit screens.

- b. Robust Query Feature – Including the ability to query wanted materials by multiple counties in addition to Iowa Waste Exchange service areas.
- 4. Internal Search and Reports for Material Match/Match Referrals
 - a. Robust Query Feature – Including the ability to query matches/match referrals by “available material ID# and include material name fields in search results.
 - b. Include the material ID# on the matched materials report.
- 5. “Out of Business” Designation
 - a. Develop database and application to enforce the rule that when an organization is marked as going out of business, all data associated with the organization is treated in accordance with a set of rules. For example, set available and wanted records to “No” to indicate the wanted records no longer are returned in a query of wanted records.
- 6. Security and Users
 - a. Users
 - i. Department Staff – Full View/Edit Rights
 - ii. Department Staff – View Rights Only
 - iii. Department Application Administrator
 - iv. Public
- 7. Reporting Enhancements
 - a. Report including data from the Iowa Waste Exchange Database, Solid Waste Alternatives Database, and the Pollution Prevention Services Database.
 - b. Mapping of available or wanted materials within a defined radius of a user entered location.
- 8. Miscellaneous Clean-Up Items
 - a. As identified in the RFP
- 9. General Application Features
 - a. Robust Search Functionality
 - b. Secure administrative tools to be used by Department staff.
 - c. Public read only access
 - i. Specified Data
 - ii. Search Functionality